

SOLICITATION OF QUOTES

Suffolk County is committed to creating economic opportunities and a workforce pipeline for its most vulnerable residents. In order to achieve this goal, the Department of Labor, Licensing and Consumer Affairs (SCDOLLCA) is exploring opportunities to apply Community Benefits Agreements to County contracts. The Department seeks a consultant experienced in designing and implementing such policies to help identify strategies and models for the recruitment of workers from low-income communities for its county-wide departments and programs. Quotes from interested parties regarding this initiative should demonstrate the ability to accomplish the following:

- Recommend County policies and contracts in which High Road or Community Benefits Agreements can significantly advance the economic and workforce development goals of the County;
- Develop an implementation plan for such strategies that maximizes outcomes while maintaining balance and feasibility for contracting entities;
- Design a system for determining the effectiveness of the above initiatives through verified evidence-based measurements.

Interested parties should respond by September 15, 2013, with information documenting the following:

- Experience in designing and implementing social equity policies or equivalent policies and programs
- Experience in designing and implementing high road, community benefits, or equivalent policies and programs
- Documented success in working with community-based organizations and local governments to achieve goals of social equity and economic development
- Proven record of designing and implementing evidence-based evaluation criteria for assessing the success of local employment related initiatives
- Knowledge of, and experience with, equal opportunity employment and labor law regarding recruitment of protected categories of workers
- Examples of comparable projects completed for other local governments or quasi-government organizations of similar size including names and contact information of references

The contract will be for the one year period beginning November 1, 2013 and have a maximum remuneration of \$24,000. Interested parties should also provide the following:

- Name of applying entity or organization
- Address and contact information
- Federal Identification Number
- Fee schedule (hourly rate) and outline of time required to complete required tasks
- Resume(s) of Consultant(s)

Please forward all responses to:

**Ms. Katherine Daniel, Assistant to the Commissioner
Suffolk County Department of Labor, Licensing & Consumer Affairs
P.O. Box 6100
Hauppauge, New York 11788**

All questions regarding this Solicitation should be sent to: katherine.daniel@suffolkcountyny.gov

Solicitation Policies and Procedures

- a. It is the County's intent to select the Responder(s) that provides the best solution to the County's needs.
- b. The County reserves the right to amend this Solicitation. The County reserves the right to reject any or all of the Responses, or any part thereof, submitted in response to this Solicitation, and reserves the right to waive formalities if such action is deemed to be in the best interest of the County. The County reserves the right to request additional information from any Responder. The County reserves the right to award negotiated contracts to one or more Responders.
- c. This Solicitation is not intended and shall not be construed to commit the County to pay any costs incurred in connection with any response or to procure or contract for any services.
- d. The decision to award a contract shall be based on the ability of the Responder to provide quality and needed services and to comply with all applicable laws, rules, and regulations.
- e. The award of any contract will be made in the best interest of the County.
- f. Each Response will be examined to determine whether it is responsive to the requirements of this Solicitation. All responsive proposals will be evaluated in accordance with the required criteria outlined in the Solicitation.
- g. While the County is under no obligation to contact Responders for clarifications, it reserves the right to do so. Depending on the number and quality of the Responses submitted, the County, at the sole discretion of the Evaluation Committee, may elect to interview all or some of the Responders during the selection process and to request presentations.
- h. Bidders shall complete and submit a Form SCEX 22, "Public Disclosure Statement," as part of the bid response. This form can be obtained at: <http://www.suffolkcountyny.gov/Departments/Labor/DocumentsandForms.aspx>

Reservation of Rights

The County expressly reserves the right to:

- a. Reject or cancel any or all proposals or any part thereof submitted in response to this Solicitation;
- b. Withdraw the Solicitation at any time, at the County's sole discretion;
- c. Disqualify any Proposer whose conduct and/or Proposal fails to conform to the requirements of the Solicitation;
- d. Use Proposal information obtained through site visits, management interviews, and the County's investigation of a Proposer's qualifications, experience, ability or financial standing, and any material or information submitted by the Proposer in response to the County request for clarifying information in the course of evaluation and/or selection under this Solicitation;
- e. Prior to Bid opening, amend the Solicitation specifications to correct errors, or oversights, or to supply additional information , as shall become available;
- f. Prior to Bid opening, direct Proposers to submit Proposal modifications addressing subsequent Solicitation amendments;
- g. Change any of the dates concerning the Solicitation award schedule;
- h. Eliminate any mandatory, not-material specification that cannot be complied with by all of the prospective Proposers;
- i. Waive any requirements that are not material;
- j. Award negotiated contracts to one or more Proposers;
- k. Negotiate with the successful Proposer(s) within the scope of the Solicitation, in the best interest of the County;
- l. Conduct contract negotiations with the next responsible Proposer should the County be unsuccessful in negotiations with the selected Proposer;
- m. Require clarification at any time during the procurement process and/or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of a proposal and/or to determine a Proposer's compliance with the requirements of the Solicitation.